

## Interview Log / Recruitment and Selection

NOTE: NO OFFER OF EMPLOYMENT OR HIRE DATE MAY BE EXTENDED UNTIL AOC HUMAN RESOURCES HAS REVIEWED AND APPROVED THE COMPLETE RECRUITMENT PACKAGE.

POSITION TITLE:	1.	PIN:	2.	JURISDICTION:	3.						
INTERVIEWERS:	4.				INTERVIEW LOCATION:	5.					
OFFER LETTER(S): <input type="checkbox"/> LOCAL OFFICE <input type="checkbox"/> JHR					REJECT LETTER(S): <input type="checkbox"/> LOCAL OFFICE <input type="checkbox"/> JHR						
				<b>For Record Keeping Purposes Only</b>							
<b>To Be Completed PRIOR To Interview</b>				<b>To Be Completed AFTER Interview</b>							
<b>Applicant Information</b>				<b>Interview Status</b>		<b>Reason for Selection/Non-Selection</b>			<b>EEO Data</b>		
6. Date Rec'd	7. Name of Applicant	8. Interview Date 9. Interview Time	10. INT	11. FTA	12. DCL	13. Rank	14. (Relate all comments back to the job requirements)			15. Race	16. Sex

- ☐ Group Summary
- ☐ Individual Summary

INTERVIEW STATUS:  
 INT Interviewed  
 FTA Failed to Appear  
 DCL Declined/Withdrew

RACE CODES:  
 W White  
 B Black  
 A Asian/Pacific Islander  
 H Hispanic  
 I American Indian/Alaskan Native

## INSTRUCTIONS FOR COMPLETING LOG

**NOTE: NO OFFER OF EMPLOYMENT, SALARY OR HIRE DATE MAY BE EXTENDED UNTIL AOC HUMAN RESOURCES HAS REVIEWED AND APPROVED THE COMPLETE RECRUITMENT PACKAGE.**

The hiring department is required to maintain information on **all** applicants for the vacant position on this form.

When there is more than one interviewer, this form is to reflect the group decision (ranking, action to be taken). Check the appropriate box (i.e., group summary, individual summary) located at the bottom of the form.

### **APPLICANT INFORMATION (COMPLETE PRIOR TO INTERVIEW)**

1. Enter, the generic job title, not working title (e.g. Administrator 1, Clerk III/IV, Specialist II)
2. Enter the assigned six-digit PIN number for regular positions
3. Enter jurisdiction (e.g., AOC, Baltimore City, Caroline County)
4. Enter name(s) of interviewer(s)
5. Enter interview location
6. Enter date resume/application was received
7. Enter name of applicant
8. Enter date set for interview
9. Enter time set for interview

### **INTERVIEW STATUS/SELECTION INFORMATION (COMPLETE AFTER INTERVIEW)**

10. Check if the applicant was interviewed
11. Check if the applicant was scheduled for interview, but failed to appear
12. Check if the applicant declined or withdrew from the interview process
13. Rank all the applicants who were interviewed
14. Enter brief reason for selection or non-selection of those applicants who were interviewed
15. Enter race of applicant interviewed
16. Enter sex of applicant interviewed